

Gum Springs Glen

(7837 & 7839 Richmond Highway, Alexandria, VA 22306)

Edgewood Employee Evaluation by Tenant Tenant Performance Review of Management & Staff

I. EDGEWOOD EMPLOYEE INFORMATION		
Name of Edgewood Employee or Contractor:	Job Title (<i>Manager, Assistant Manager, Maintenance, etc.</i>):	
Tenant Reviewer (Name & Unit)	Review Period From: October 6, 2021 To: December 31, 2021	
II. COMPETENCY		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Management Responsiveness: <i>Responds in a timely manner to tenant inquiries and requests</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Follows Fairfax County Policies & Procedures: <i>Observes and enforces standards</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Problem Solving: <i>Identifies issues and initiates solutions</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <i>Written and oral communications to tenants are clear, organized, and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Tenant Management: <i>Manages tenant work orders with property maintenance and effectively resolves tenant issues</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
Property Maintenance: <i>Maintains a neat and attractive property, alerts senior management to maintenance issues, and required repairs, ensures regular checks of safety items</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

III. OVERALL JOB-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

IV. OVERALL PERFORMANCE RATING

<input type="checkbox"/> EXCEEDS EXPECTATIONS <i>Employee consistently performs at a high level that exceeds expectations</i>	<input type="checkbox"/> MEETS EXPECTATIONS <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> NEEDS IMPROVEMENT <i>Employee consistently performs below required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> UNACCEPTABLE <i>Employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
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Comment on the employee's overall performance (optional).

V. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to observe and/or interact with the Edgewood employee for this performance evaluation to be considered as input for the Edgewood employee's overall annual and/or interim performance evaluation.

PRINT Reviewer Name & Unit:

Date:

Reviewer Signature:

Date: